

DEPARTMENT OF THE ARMY
Command Exhibition Parachute Team
HHC 1st Battalion 507th PIR
Ft. Benning, GA 31905

ATSH-TPP-H

21 Feb 2005

MEMORANDUM FOR:

SUBJECT: Parachute Demonstration Request

1. The attached support packet details the minimum support requirements for the Command Exhibition Parachute Team (Silver Wings). Please read the entire packet prior to contacting the team. After reading the packet a member of the team will assist in answering any questions you may have concerning our demonstrations.
2. To aid me in preparing for your event, ensure that the checklist included in the back of the support packet is completed and returned to the parachute team as soon as possible.
3. Coordination for this show will not begin until Show Sponsor Checklist is completed and returned.
4. **THIS SHOW HAS NOT BEEN APPROVED YET.** However, to expedite coordination, in the event this show is approved, please return the support packet as soon as possible.
5. Upon receipt of your first phone call I will be your coordinator. You can reach me at (706) 545-1939.

Bryan W. Patrick
SFC, USA
Team Leader, CEPT

COMMAND EXHIBITION PARACHUTE TEAM

“The Silver Wings”

INTRODUCTION

This support packet is provided for the show sponsor as a guide. It is designated to assist you in any coordination concerning the performance of the Ft. Benning Command Exhibition Parachute Team “The Silver Wings” in your event. The Silver Wings have been performing quality parachute demonstrations since 1959. The experience and knowledge gained from these performances have been included in this packet for use. Please study the contents of the packet carefully and thoroughly. It would be a good idea to read it in its entirety before breaking it down into individual sections. If you will follow the guidelines listed here, as they apply to your particular event, a successful performance by the Silver Wings is guaranteed.

All advanced planning for a parachute demonstration is accomplished through detailed coordination between the show sponsor and the Silver Wings Team Leader who can be contacted at (706) 545-1939.

In some instances the Team will send an advance party to make any final on-site coordinations before the Team’s arrival. The Advance party will usually arrive one day prior to the Team. The advance party is not only responsible for making final coordinations but they are also members of the team that will be performing for your event. They will provide any advice to help make your event happen smoothly. Their authority comes from the Team Leader and they will work in your best possible interest. Should the advance party be required to make any changes in coordination they will notify the Team Leader and await his approval.

It is imperative that the coordination requirements listed in this packet be completed in order to enable the Team to perform at your event. Failure by show sponsor to meet responsibilities and obligations regarding specific coordination requirements may result in the cancellation of our demonstration. For your convenience, this packet has been divided into four major sections, representing the most important areas of coordination:

1. Operational Support Requirements
2. Demonstration Jumps
3. Publicity and Public Relations.
4. Sponsor Checklist

We hope that your event turns out to be a success. Be assured that the Silver Wings will do everything we can to make our performance and your event a success.

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SECTION ONE: OPERATIONAL SUPPORT

This section provides the necessary information for you to thoroughly prepare for a Silver Wings performance. Operational, logistical, and financial requirements will vary from show to show.

COORDINATION

Initial Coordination: As soon as you have this packet please call the Silver Wings Team Leader. Any questions you have concerning the coordination of your event should be directed to him. During the initial contact the team leader will cover some highlights of this support packet with you. There are a few areas that must be initiated immediately to ensure successful coordination.

NOTE: Once specific areas have been coordinated, there can be no changes made by the show sponsor without the approval of the team leader.

Advance Representative: If determined to be necessary, the advance representative will arrive at your location one day prior to your event. The advance representative is an integral part of the demonstration team. The Advance party has been selected because of their experience and knowledge of the coordination process. The advance representative usually arrives by commercial airline. Upon arrival a member of the show sponsors staff should meet him at the airport. The advance person must also be provided with a vehicle and hotel accommodations. The vehicle and hotel accommodations are included in the total vehicle and accommodation requirements for the team.

SUPPORT REQUIREMENTS

The show sponsor will be required to provide a minimum of one 15-passenger van or 2 vehicles able to seat a minimum of 8 people with gear, accommodations, and meals for the entire duration of the Team's visit. Support must be provided from the time the Team arrives on-site until they depart for home station. Sponsors may pay for accommodations in advance, however, some methods of payment must be provided to fund meals for the Team.

NOTE: If the jump aircraft had been provided by Ft. Benning, the show sponsor will also be required to provide additional vehicles and accommodations for the Flight crew, a total of 4 people.

Military Sponsors: Military sponsors are responsible for the same support requirements as civilian sponsors, however, a Military Interdepartmental Purchase Request (MIPR), DD Form 448, may be used for payment of expenses. Please include telephone/fax number on MIPR.

- a) Send DD Form 448 to:
HHC 1-507th PIR
Attn: Silver Wings
Ft. Benning, GA 31905

****IMPORTANT****

The Team cannot depart Ft. Benning until the Team Leader has received confirmation of lodging and transportation. All support requirements are binding once the Team departs Ft. Benning for the event location; this remains true even if weather conditions or any other unforeseen circumstances should cause the event to be canceled. To avoid any delays in the Team departure, please ensure that this is sent no later than **30 days prior to your event.**

ACCOMMODATIONS

The Silver Wings spend a great deal of time each year traveling and performing parachute demonstrations; each team member spends as much time away from home as they do here. For this reason the need for quality accommodations cannot be overemphasized. The Silver Wings give the show sponsor the opportunity to cut cost by allowing them the ability to make hotel arrangements. These arrangements can be made at considerable savings with local merchant support.

Reservations: Reservations should be made under the name “Silver Wings Parachute Team”. The Team Leader will ensure that each team member checks in at the front desk upon arrival. We request that the rooms be located on the bottom floor, if possible, due to the large amount of equipment carried by the team. Rooms should also be located adjacent to one another as much as possible in order to facilitate coordination meetings; departure times, and jump briefs.

Specific Requirements: Outlined below are specific requirements for accommodations. As previously stated, the hotel accommodations are not meant to be excessive or demanding.

- a) Accommodations must be clean, decent, and well kept.
Primary concern for safety and security must be taken into account.
National franchises generally have the best rooms at the best prices.
- b) All rooms must be available on the morning of the Teams arrival.
- c) The total number of rooms required is depending upon whether or not aircraft has been provided by Ft. Benning or the show sponsor.

Note: The Team Leader will confirm the total number of rooms required.

Military Sponsors: Military VOQ/VEQ accommodations are acceptable as long as the previously mentioned requirements are met and **all rooms have telephones.**

TRANSPORTATION

Vehicle support requirements must be provided by the show sponsor at no expense to the Silver Wings. Again, vehicle requirements are dependent upon the source of the jump aircraft used. Listed below are the vehicle requirements:

With AIRCREW- One full size sedan and one 15-passenger van or 2 Mini-vans.
Without AIRCREW- One 15-passenger van or 2 Mini-vans.

Vehicle requirements reflect the **minimum** support capable of meeting our equipment/personnel needs; there can be **no substitutions** without the approval of the Team Leader. Because of the large amount of equipment carried by each team member, full sized four door sedans are required (Blazer style SUV's or Mini-vans may be substituted for sedans). The Van must be a 15-passenger van with bench seats in the passenger compartment. All vehicles must be provided with a full tank of gas. A local area map **must** also be provided with each vehicle.

If the Team is to be staging from the airport, all vehicles should have access to the ramp or flight area. All vehicles will need to be staged at the Teams arrival location prior to arrival. The vehicles will be returned to the same location upon completion of the Team's stay at the event.

Military Sponsors: Sponsor provided vehicles would be used after duty hours for travel to and from social events and for the conduct of military business associated with TDY. Because of the variety of situations in which the vehicle will be needed, there can be **no restrictions** or **limitations** of use. For these reasons, military sponsors must provide either contract vehicles or a letter of release signed by the appropriate level installation command authorizing unrestricted use.

WEATHER CONSIDERATIONS

The weather plays an important part in the performance of our parachute demonstration jumps. Be assured that each member of the Silver Wings desires to give a quality performance under any circumstance. However, there are certain regulations and common sense constraints by which we are bound which may prevent us from being able to perform for your event. The following are our minimum requirements for weather conditions.

- a) If overcast, the lowest cloud layer can be no lower than 2500 feet Above Ground Level (AGL) in order to comply with FAA regulations concerning Parachute Demonstrations.
- b) Surface winds; 14 knots for a stadium and 16 knots for all other sites. This limitation may vary based on local ground hazards and the amount of turbulence present. The Team Leader will make all decisions regarding the suitability of wind conditions at the time of the demonstration. The Team Leader is ultimately responsible for the safety of the team and all spectators. His decision is final.
- c) If weather conditions do not permit the parachute team to jump, formal presentations may be performed to make maximum use of time provided. Prior coordinations must be made with the Team Leader to use team presentations as a back up for weather conditions. If coordination is made, the show sponsor will be required to provide an auditorium or gymnasium with a working public address system, a television and VCR.

INSURANCE REQUIREMENTS

Soldiers participating in command-directed parachute demonstrations are performing on behalf of the Federal Government. If damage to property or injury to spectators is caused by Army personnel participating in a command-directed parachute operation, the injured parties could file a claim against the United States. Anyone desiring to file such a claim would contact the United States Army Claims Office closest to their region in which the event occurred.

PARACHUTE DEMONSTRATIONS SITE SELECTION

The site designated for our performance should be no smaller than 100 feet. Please keep in mind the requirements for crowd control and the location of all obstacles when selecting a show site. Coordination with the Team Leader or the advance party will determine the feasibility of any proposed site as well as all requirements necessary to obtain the FAA approval.

The show sponsor is also responsible for providing a means of crowd control. Measures should be taken to prevent all spectators from entering the jumper's landing area as well as the helicopter landing area, if applicable.

Note: After arrival at the show site, the parachute team will not exit the aircraft until these and all event site requirements listed in this packet are observed by the Jumpmaster in the aircraft. If previous acts are running late and those acts interfere with the jumpers landing area, the Jumpmaster will not allow any jumper to exit outside of the minimum time requirements established.

EVENT SITE PHOTOGRAPH

An aerial photograph or scale drawing of the landing site must be provided no later than **30 days prior** to the event. The photograph should be taken vertically from an altitude of 5000 feet or higher. Drawings can be substituted and should include the area surrounding the landing area for one square mile. Care should be taken to include hazards such as power lines, trees, light poles, bodies of water and any obstacle which could be a potential hazard to a parachutist.

Along with the photograph or drawing the Team will require an area map. This should cover a two-mile radius around the drop site (a common street map with the site marked will suffice). Together the photograph and map are vital pieces of information required to gain FAA approval. Maps and/or photographs must be received by the parachute team a minimum of **30 days prior** to the event.

LANDOWNER AUTHORIZATION

The FAA also requires the landowners permission before authorization is granted to perform the parachute demonstration. This consists of a letter from the landowner giving permission for the team to land on their property, as well as permission allowing a helicopter to land in the area if applicable. If the helicopter area and the jumpers landing area are owned by two separate parties, then two letters of authorization will be required. The letter must be the original copy. The landowners' authorization letter must be received by the parachute team a minimum of **30 days prior** to the event.

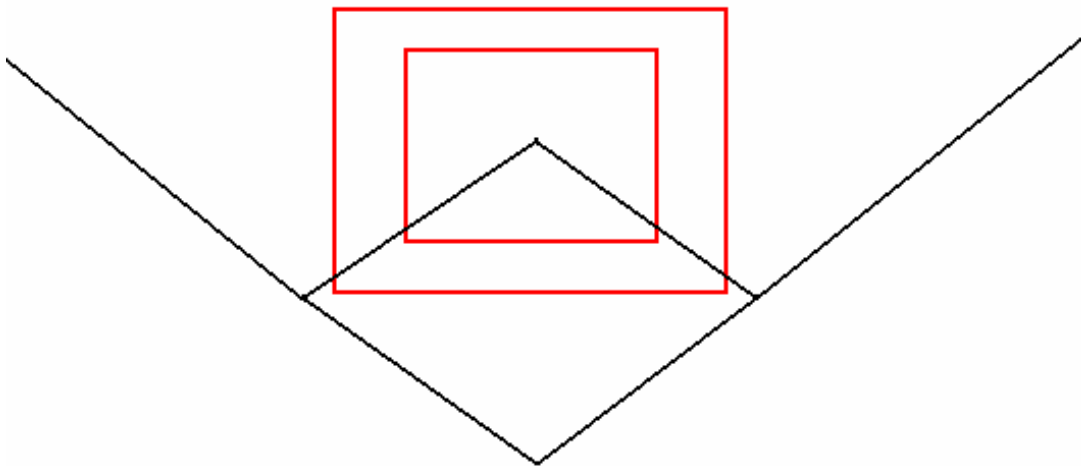
MEDICAL AND FIRE SUPPORT

Appropriate medical support must be available at the demonstration site. An emergency response vehicle, paramedic or emergency medical technician is the minimum, which must be on site prior to the jumpers exiting the aircraft. The emergency vehicle should be equipped with a backboard and oxygen. In the event that the aircraft will be landing at the show site other than an airfield, a fire truck will be present upon landing and takeoff of the aircraft.

BASEBALL FIELD DEMONSTRATION REQUEST

The section of the field shown by the smaller of the two boxes on this illustration must be cleared 10 minutes prior to the jump and remain cleared until the jumpers have left the field. This space is required to give the ground control enough space needed to set up the landing area and ensure the jumpers have no obstacles which may obstruct their approach to the landing area. Minimum area for a target is 50 ft square.

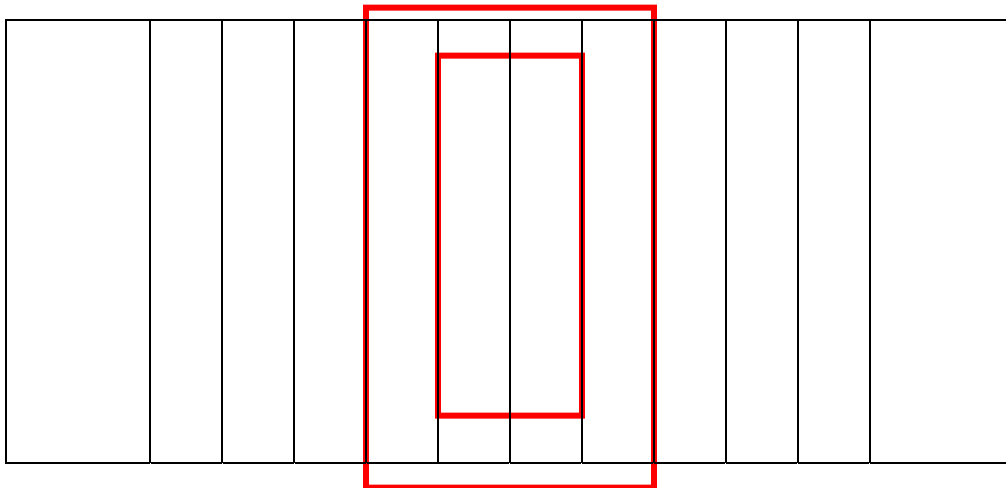
The section of the field shown by the larger of the two boxes on this illustration must be cleared 3 minutes prior to the jump and remain cleared until the jumpers have left the field. This is to ensure that the parachute team meets all requirements set by the FAA for performing parachute demonstrations. This requirement also helps to ensure a safe landing area for the jumpers. The measurements for the this area will be from the First Base to the Third Base, long, and from the Pitchers Mound to Middle Center Field wide.



FOOTBALL FIELD DEMONSTRATION REQUIREMENTS

The field will be cleared from the 40-yard line to the opposite 40-yard line 10 minutes prior to the jump. This space is required to allow the ground control to set up the landing area and ensure the jumpers have no obstacles, which may obstruct their approach to the landing area.

The field will be cleared from the 30-yard line to the opposite 30-yard line 3 minutes prior to the jump and remain clear until all jumpers have left the field. This is to ensure that the parachute team meets all requirements set by the FAA for performing parachute demonstrations. This requirement also helps to ensure a safe landing for the jumpers.



NARRATION

All Silver Wings demonstrations are narrated by one of our team members. Therefore, we require the sponsor to provide an adequate public address system that is capable of serving all spectators. The system should have the capacity of playing a cassette tape/CD player while the narrator is speaking in order to enable us to play our background music. **The microphone should be able to be heard carried and be in an area that provides an unobstructed view of the entire drop zone.** Care should be taken that no distracting noise or activities are taking place during the time of the demonstration.

GROUND SUPPORT PERSONNEL

Although extremely rare, should one jumper have a parachute malfunction, they would be required to jettison their main parachute in order to safely deploy a reserve canopy. **The show sponsor will be required to designate a person and a vehicle to retrieve this canopy if such an event occurs.** The team's ground control will provide the recovery person with any guidance to their specific duties.

SOCIAL EVENTS

The Silver Wings would be happy to participate in any of your events and are available to attend any social functions you might have planned. If you desire the team to attend a social gathering, please inform the Team Leader of the date, time, location and appropriate attire, as well as any specific requests concerning the engagement.

SECTION TWO: PARACHUTE DEMONSTRATIONS

PUBLICITY AND PUBLIC RELATIONS

The Silver Wings will be working to assist your public relations effort. The Team Leader can be reached at: Work, (706) 545-1939.

We understand that many sponsors have competent and thorough public relations staffs. We also realize that there are others that have little or no experience in dealing with the media. To assist you in getting as much publicity and advertising for your event, our Media Relations Coordinator will help you in any coordination with the local media. The value of pre-show publicity cannot be over emphasized. The success of your event and the attendance of the parachute demonstration will be directly proportional to the amount and quality of your pre-show publicity that has been arranged. We are here to help you.

MEDIA/ARRIVAL DEMONSTRATIONS

The Silver Wings may perform a Media/Arrival Demonstration on the day of their arrival at the event location if requested by the show sponsor. This demonstration usually consists of a mass exit of the jumpers during a single pass of the aircraft over the show site. A request for Media/Arrival show should be addressed to the Team Leader.

The Media/Arrival show is set up specifically for the media. Team members will provide personal interviews before or after the show, if requested. The Media/Arrival Demonstration is a perfect time for inviting special interest groups such as the handicapped and senior citizens to view a parachute demonstration.

It is not necessary for the arrival show to be conducted at the same location as the actual demonstration; however, adequate time and information must be provided for any additional coordination.

Note: Media/Arrival shows are considered to be in the best interests of both the Team and the sponsor; however, there are scheduling considerations that could affect our ability to perform such a show. Please confirm your request with the Team Leader.

FULL SHOW

The full show is designed to be both informative and entertaining to the general audience. There are two types of shows:

- a) High altitude, Mass Exit-
During the Mass Exit, the jumpers will exit the aircraft at the same time, based upon exit altitude, join together while in freefall to form a large formation in the sky. At a predetermined altitude the jumpers will separate, creating a “bomb burst” in the sky with their smoke. During this time the narrator is providing information about the type of equipment the jumpers use and a brief history of the Silver Wings. The Mass Exit normally takes from 10-15 minutes to complete.
- b) Low Altitude, Stack-Out-
All jumpers will exit the aircraft with a 2 second interval from an altitude of 2500 to 5000 feet AGL, depending on the cloud cover, with narration.

There are two ways of introducing our jumpers:

- 1) Full Show line-up:
Once the jumpers have reached the ground, they will assemble in a line-up before the spectators for individual introduction and any presentation to a distinguished member of the audience (chosen by the sponsor). The full show last approximately 15 minutes. Each show can be tailored for each sponsor and the team reserves the right to make adjustments as necessary.
- 2) No line-up:
As the jumper turns his canopy onto his final approach onto the target the narrator will introduce each jumper by stating the jumpers name, home of record and quantity of jumps he has. Once all jumpers have reached the ground they will exit the area.

Note: The Team will be more than happy to provide packing demonstrations for the public and sign autographs after either show.

COMMAND EXHIBITION PARACHUTE TEAM

“The Silver Wings” Show Sponsor Checklist

DEMONSTRATION INFORMATION

EVENT NAME: _____

LOCATION: _____

SPONSOR: _____

POINT OF CONTACT: _____

DATE/TIME:

FROM _____ ADDRESS: _____

TO _____

WORK PHONE: _____

HOME PHONE: _____ FAX NUMBER: _____

REMARKS: _____

Note: The sponsor is the name of the organization funding the event. The point of contact is the person that will be coordinating the event. The point of contact should be familiar with the area and capable of dedicating several hours to coordination of the event.

MILITARY ONLY- If you are supplying DSN phone numbers, please supply the commercial lines as well.

AIRFIELD INFORMATION

AIRFIELD NAME: _____ LOCATION: _____

AIRFIELD PHONE#: _____ ELEVATION: _____

FBO NAME: _____ PHONE#: _____

RECRUITING INFORMATION

LOCAL RECRUITING STATION: _____

POC: _____

OFFICE PHONE#: _____

FAX#: _____ PHONE#: _____

Note: If the event is not being requested by a military organization the Recruiting information is still required.

EMERGENCY INFORMATION

MEDICAL SUPPORT: _____ PHONE#: _____

POC: _____ POC WORK#: _____

FIRE DEPARTMENT: _____ PHONE#: _____

POC: _____ POC WORK#: _____

SHOW INFORMATION

DATE: _____ START TIME/JUMP TIME: _____

LOCATION: _____ END TIME: _____

PRECEDING ACTS/DEMONSTRATIONS: _____

DRIVING DISTANCE/TIME FROM DROP ZONE TO AIRFIELD: _____

TYPE OF PA SYSTEM AVAILABLE: _____

PA SYSTEM OPERATOR: _____ WORK#: _____

BAND DIRECTOR: _____ WPRK#: _____

PRESENTATION: BATON (additional fee) PHOTO FOOTBALL
OTHER: _____

RECIPIENT (S): _____ TITLE: _____

Note: When entering times, please ensure that times are as precise as possible. Exact times are required to assist in show coordination and for requesting authorization from the Federal Aviation Administration to parachute into congested areas.

TRANSPORTATION

NUMBER OF VEHICLES: _____ TYPE: _____

PICK-UP POINT OF VEHICLES: _____

ESCORT (S): _____ WORK#: _____

Note: All vehicles must be on station at the time the parachute team arrives. Escort will be required to be with the parachute team from the time the team arrives until the team leaves.

LODGING

COST: _____ #OR ROOMS: _____

NAME & ADDRESS: _____ MANAGER: _____

_____ PHONE#: _____

_____ FAX#: _____

SOCIAL ENGAGEMENTS

DATE: _____ TIME: _____

LOCATION: _____ TYPE: _____

DURATION: _____ TYPE OF DRESS: _____

DRIVING DISTANCE/TIME FROM HOTEL: _____

POC: _____ WORK#: _____

REMARKS: _____

Note: Any arrangements made that will require the parachute team to be at places other than the demonstration site will be indicated in this section of the checklist. (i.e. visits to children's hospitals, dinners, receptions, ceremonies, ETC.)

Strip maps will be required showing the route from the hotel, airfield or drop site to the social engagement.

The escort will be required to remain with the parachute team throughout the duration of the event in order to accommodate the time schedule of the parachute team.

MEDIA RELATIONS

NEWSPAPER

LOCAL NEWSPAPER NAME: _____

PHONE#: _____ INTERVIEW TIME: _____

POC: _____

LOCAL NEWSPAPER NAME: _____

PHONE#: _____ INTERVIEW TIME: _____

POC: _____

TELEVISION

STATION NAME: _____ PHONE#: _____

INTERVIEW TIME: _____ POC: _____

STATION NAME: _____ PHONE#: _____

INTERVIEW TIME: _____ POC: _____

RADIO

STATION NAME: _____ PHONE#: _____

INTERVIEW TIME: _____ POC: _____

STATION NAME: _____ PHONE#: _____

INTERVIEW TIME: _____ POC: _____

Note: Escorts will be required to take the parachute team to and from media events.

All information concerning media related events should be forwarded to:

SFC Bryan Patrick Office#: (706) 545-1939
Team Leader, Silver Wings
HHC, 1st 507th PIR
Ft. Benning GA, 31905

COMMUNITY RELATIONS

NON-JUMPING DEMONSTRATIONS

LOCATION: _____ POC: _____

ARRIVAL TIME: _____ WORK#: _____

DEPARTURE TIME: _____ HOME PHONE#: _____

TOTAL DEMONSTRATIONS: _____ FAX#: _____

Note: Non-jumping demonstrations require the use of an auditorium with an indoor PA system, 2 televisions connected to one VCR and a local Army recruiter if the intended audience is a high school or college level.

MISCELLANEOUS INFORMATION

SHOW NARRATOR (if any): _____ WORK#: _____

AIR BOSS (if any): _____ WORK#: _____

Note: If there are any designated show narrators or air bosses, the parachute team will need to know this. The parachute team has a “jumping narrator” which has the experience to describe our performance. In the event requires the use of a different narrator, the parachute team will need to make certain adjustments to the show itinerary.

ADDITIONAL REQUIREMENTS

CROUD CONTROL MEASURES: _____

IN ADDITION TO THE PREVIOUS INFORMATION, THE FOLLOWING ITEMS NEED TO BE SENT TO THE TEAM AS SOON AS POSSIBLE:

- a) A detailed schematic of the show site (an overhead photo of the show site may also be provided in addition to the schematic to aid the FAA in determining if all safely requirements have been met).
 - 1) The size of the intended landing area, in feet. (We need a minimum of 100ft x 100ft. which must be clear of all obstruction). The Team Leader will make the final assessment.
 - 2) The relative location of all obstacles within a 300 meter radius of the landing area and 500 meter radius of the aircraft landing area. Obstacles include buildings,

- wires, trees, light poles, hard surfaces and bodies of water.
 - 3) The dimensions of all obstacles (H x W x L), and the distance from the target/landing area.
 - 4) The location of **ALL** spectators.
- b) A complete schedule of events for the show.
 - c) An area map at least a 2-mile radius but not more than a 25-mile radius (city map with show site highlighted).
 - d) Landowners' agreement, a letter from the landowner stating that the parachute team is authorized to make the demonstration jump. If Military aircraft is being used then a letter from the landowner authorizing the aircraft to land in the area is also needed. If the intended landing area of the jumpers and the intended landing area of the aircraft are owned by two separate parties, then two letters of authorization will be required.

Once the Team Leader receives the complete show sponsors checklist it will be forwarded to the appropriate channels for approval. Once it has been approved, the final coordination will begin. If there are any questions regarding any of the above information please call the Team Leader, SFC Bryan Patrick at, (706) 545-1939.